

Department of
Parks, Recreation & Forestry
124 2nd Street; Room 17
Baraboo, WI 53913



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CIVIC CENTER RESERVATION APPLICATION

Name : _____ E-Mail: _____

Address : _____ City/State/Zip : _____

Telephone : _____ Contact (if different from above) : _____

Function Type : _____ Date(s) _____

Time: _____ Approximate Group Size: _____

Room Set-up Notes : _____

<u>Please circle the room you would like to reserve</u>	<u>Profit</u>	<u>Non-Profit</u>
Gymnasium (per hour)	\$ 35.00	\$ 30.00
Room 11 (per hour)	\$ 20.00	\$ 15.00
Room 12/14 (per hour)	\$ 25.00	\$ 20.00
Warming Kitchen (per hour with room rental only)	\$ 15.00	\$ 10.00

ROOM SUBTOTAL : \$ _____ x # of hours _____ = **ROOM TOTAL \$** _____

Weekend Supervisor Fee* (per hour) # of hours _____ X \$ 25.00 = **Total \$** _____

*2 Hour Minimum

LCD Projector (per hour) # of hours _____ X \$ 5.00 = **Total \$** _____

TV/DVD Player (per hour) # of hours _____ X \$ 5.00 = **Total \$** _____

A Separate \$20 Security Deposit is required for equipment rental, payable by Cash or Check ONLY and will be returned when equipment is returned safely.

TOTAL FEES :

\$

Cancellation Policy: If a room reservation is cancelled at least seven (7) days in advance of scheduled event, you will not be charged for the room. Cancellation with less than 7 days notice will not be refunded.

Statement of Understanding: This contract made by and between the City of Baraboo and "Renter of Facility" to use a room at the Civic Center facility on the dates and times listed on this application and to contract under the rules and regulations laid down by the City of Baraboo: Renter has inspected the facility to be rented and has found it to be safe and suitable for the activities that Renter's Group intends to undertake. Renter agrees to assume all risks of bodily injury to any person or property damage arising in connection with the activities undertaken by Renter's Group at the facility. Renter further agrees to indemnify, defend, and hold harmless the City, its employees, agents, officers, and officials against any and all actions, claims or damages, costs or expenses, including reasonable attorney's fees, made or incurred as a result of any accident or injury sustained to any person and/or property damage arising out of, resulting from, or in connection with the activities undertaken by Renter's Group at the facility pursuant to this Agreement.

The Renter agrees to abide by all rules and regulations formulated by the City for use of buildings and facilities, and to adhere to all specifications and limits listed in the contract. To be responsible for the careful use of the facilities described herein; to make good all loss or damage sustained as a result of the activities held or promoted pursuant to this contract; and to be responsible for all preparation and reasonable cleanup after use. I, the undersigned, accept full responsibility for the terms and conditions of this application, and certify that it is accurate and complete. I understand that inaccurate information is grounds for cancellation of any reservation granted to me.

Signature of Responsible Party _____ Date _____

Please see additional information on back of this sheet

CIVIC CENTER RENTAL REGULATIONS

To help keep park and recreation experiences healthy and enjoyable, regulations have been drafted by the Baraboo Parks and Recreation Commission and enacted into law by the Common Council of the City of Baraboo. The following regulations are important for Civic Center users to follow for their safety and the preservation of our parks.

- ❖ Pets are not allowed on Civic Center property, with the exception of dogs assisting the physically challenged. Only licensed service dogs are allowed in the facility. Any other animals must be approved by the Director in advance of the event.
- ❖ Alcoholic beverages are not allowed on Civic Center property.
- ❖ Trash must be disposed of in the waste receptacles provided.
- ❖ No firearms or weapons of any sort are allowed on Civic Center property.
- ❖ Large scale events open to the public may need additional permits approved through City Hall or the Police Department. Please contact us to determine if additional permits are needed.
- ❖ Building hours are Monday-Friday, 7:00am-9:00pm, excluding holidays. Rentals requested outside of building hours require a City supervisor paid an additional \$20 per hour. Any rentals exceeding rental times will be charged for the additional time used.
- ❖ All weekend rentals must be paid in advance. Time needed to decorate and/or clean up during weekends (in addition to the event itself) must be included in rental, and will be assessed the weekend supervisor rates.
- ❖ Any party in need of special accommodations to assist those in need are asked to state the need at the time of rental, to allow us to make sure all requests can be met. Please make sure to tour the facility and rooms reserved in advance to make sure your group's needs will be met.

Following your rental, feel free to let us know about your experience. If you have suggestions or comments on the facility, please let us know so that we can continue to improve the reservation experience at the Baraboo Civic Center. Additional facilities are available for rent in Baraboo Parks and the Pierce Park Pavilion. Please ask for more information about additional rental opportunities. Thank you for booking your event with us!